

The Town of Huntington

Economic Development Corporation

100 Main Street, Huntington, New York

Tuesday, June 18, 2012, at 7 pm

Huntington Town Hall

100 Main Street, Huntington, NY 11743

2012

COMBINED MEMBER / BOARD OF DIRECTORS

ANNUAL MEETING

AGENDA

1. Call meeting to Order.
2. Determine if Quorum present.
3. Organizational Matters.
 - a. Resolution 6-18-2012 (1): Approval of the Meeting Minutes of May 2, 2012, with resolution ratifying and confirming all of the corporate resolutions made and approved thereafter.
 - b. Resolution 6-18-2012 (2): Members electing a June 2012-June 2013 Board of Directors of the Corporation.
 - c. Resolution 6-18-2012 (3): Board of Directors reelecting Rob Ripp as Chair of the Board of Directors and President of the Corporation.
 - d. Resolution 6-18-2012 (4): Board of Directors reelecting David Pennetta as Vice-Chair of the Board of Directors and Vice-President of the Corporation.
 - e. Resolution 6-18-2012 (5): Board of Directors reelecting Jennifer Casey as Secretary of the Corporation.
 - f. Resolution 6-18-2012 (6): Board of Directors reelecting Peggy Karayianakis Treasurer of the Corporation.
 - g. Resolution 6-18-2012 (7): Board of Directors reappointing Joan Cergol as Executive Director of the Corporation.
 - i. PRESENTATION of The Town of Huntington Economic Development Corporation Financial Statements and Independent Auditors' Draft Report, December 31, 2011 and 2010, dated June 18, 2012

- ii. PRESENTATION of *“Huntington Station: A Review of Economic Development/Revitalization Initiatives from 2003-2012, as of June 2012”* as Corporation’s Annual Report
- h. Resolution 6-18-2012 (8): Approve and adopt The Town of Huntington Economic Development Corporation Financial Statements and Independent Auditors’ Report, December 31, 2011 and 2010, dated June 18, 2012; *“Huntington Station, A Review of Economic Development/Revitalization Initiatives from 2003-2012, as of June 2012”* as the official Annual Report of the Corporation, EDC Committee Assignments, updated June 18, 2012 and re-adoption of Corporation’s By-laws, Policies & Procedures as follows:
 - i. Audit Committee Charter
 - ii. Audit Committee Best Practices Checklist
 - iii. Code of Ethics
 - iv. Compensation & Reimbursement Policy
 - v. Defense & Indemnification Policy
 - vi. Procurement Policy & Procedures
 - vii. Governance Committee Charter
 - viii. Investment Policy
 - ix. Personnel Policies
 - x. Policy Regarding Extension of Credit
 - xi. Prompt Payment Policy
 - xii. Property Disposal Guidelines
 - xiii. Whistleblower Policy
 - xiv. Record Retention Policy
 - xv. Travel Policy
- i. Resolution 6-18-2012 (9) Authorizing grant in the amount of \$7,096.00 toward Nelson Nygaard Parking Study- Huntington Village/Huntington Station
- j. Resolution 6-18-2012 (10) Authorizing the Corporation to accept and earmark donations from the business community for reissuance to the Huntington Station

Action NOW Coalition Youth and Young Adult Subcommittee to cultivate internship opportunities and job procurement programming

- k. Resolution 6-18-2012 (11) Approval of grant award in the amount of \$xxx for façade improvements at 1677 New York Avenue, Huntington Station, New York.
- 4. Distribution of Treasurer's Report
- 5. Project Updates
 - a. Renaissance Downtowns, LLC
 - b. BOA Grant outreach meetings
 - c. Merksamer Property acquisition
 - d. Additional Gateway Park nomination
 - e. Huntington Station Plaza
- 6. Adjournment, via Resolution 6-18-2012 (12)

Resolution 6-18-2012 (1):

Resolution offered by _____, and seconded by _____.

WHEREAS, the Corporation's Directors and Members have reviewed the attached draft corporate minutes of the Corporation's May 2, 2012 combined Member / Director meeting; and

WHEREAS, the Corporation wishes to ratify and confirm all of the corporate resolutions made and approved thereat.

NOW, *THEREFORE, BE IT RESOLVED*, that the Corporation hereby authorizes and approves the attached corporate minutes as the official corporate record of the Corporation's May 2, 2012 combined Member / Director meeting, and ratifies and confirms all of the corporate resolutions made thereat.

Doug Aloise –

Jennifer Casey –

Ken Christensen –

James Kaden –

Peggy Karayianakis –

David Pennetta --

Rob Ripp --

Johanna Stewart-Suchow --

Dolores Thompson --

Resolution 6-18-2012 (2):

Resolution offered by _____, and seconded by _____.

WHEREAS, the Chair stated that the election of the Board of Directors of the Corporation was now in order;

WHEREAS, the following slate of Directors was offered to serve from June 2012 through June 2013:

Doug Aloise, Jennifer Casey, Ken Christensen, James Kaden, Peggy Karayianakis, David Pennetta, Rob Ripp, Johanna Stewart-Suchow and Dolores Thompson

NOW, THEREFORE, BE IT RESOLVED:

UPON A VOTE OF THE MEMBERS, the above slate of Directors was elected to serve the Corporation.

Doug Aloise –

Jennifer Casey –

Ken Christensen –

James Kaden –

Peggy Karayianakis –

David Pennetta --

Rob Ripp --

Johanna Stewart-Suchow --

Dolores Thompson --

Resolution 6-18-2012 (3):

Resolution offered by _____, and seconded by _____.

BE IT FURTHER RESOLVED:

THAT THE CORPORATION HEREBY REELECTS ROB RIPP AS CHAIR OF THE BOARD
AND PRESIDENT OF THE CORPORATION.

Doug Aloise –

Jennifer Casey –

Ken Christensen –

James Kaden –

Peggy Karayianakis –

David Pennetta --

Rob Ripp --

Johanna Stewart-Suchow --

Dolores Thompson --

Resolution 6-18-2012 (5):

Resolution offered by _____, and seconded by _____.

BE IT FURTHER RESOLVED:

THAT THE CORPORATION HEREBY REELECTS DAVID PENNETTA AS VICE-CHAIR OF THE BOARD OF DIRECTORS AND VICE- PRESIDENT OF THE CORPORATION.

Doug Aloise –

Jennifer Casey –

Ken Christensen –

James Kaden –

Peggy Karayianakis –

David Pennetta --

Rob Ripp --

Johanna Stewart-Suchow --

Dolores Thompson --

Resolution 6-18-2012 (5):

Resolution offered by _____, and seconded by _____.

BE IT FURTHER RESOLVED:

THAT THE CORPORATION HEREBY REELECTS JENNIFER CASEY AS SECRETARY OF THE CORPORATION.

Doug Aloise –

Jennifer Casey –

Ken Christensen –

James Kaden –

Peggy Karayianakis –

David Pennetta --

Rob Ripp --

Johanna Stewart-Suchow --

Dolores Thompson --

Resolution 6-18-2012 (6):

Resolution offered by _____, and seconded by _____.

BE IT FURTHER RESOLVED:

THAT THE CORPORATION HEREBY ELECTS PEGGY KARAYIANAKIS AS TREASURER OF THE CORPORATION.

Doug Aloise –

Kimberly Brown –

Jennifer Casey –

Ken Christensen –

James Kaden –

Peggy Karayianakis –

David Pennetta --

Rob Ripp --

Johanna Stewart-Suchow --

Dolores Thompson --

Resolution 6-18-2012 (7):

Resolution offered by _____, and seconded by _____.

BE IT FURTHER RESOLVED:

THAT THE CORPORATION HEREBY REAPPOINTS JOAN CERGOL AS EXECUTIVE DIRECTOR OF THE CORPORATION.

Doug Aloise –

Jennifer Casey –

Ken Christensen –

James Kaden –

Peggy Karayianakis –

David Pennetta --

Rob Ripp --

Johanna Stewart-Suchow --

Dolores Thompson --

Resolution 6-18-2012 (8):

Resolution offered by _____, and seconded by _____.

BE IT RESOLVED: That the Corporation approves and adopts The Town of Huntington Economic Development Corporation Financial Statements and Independent Auditors' Report, December 31, 2011 and 2010, dated June 18, 2012; "*Huntington Station, A Review of Economic Development/Revitalization Initiatives from 2003-2012, as of June 2012*" as the official Annual Report of the Corporation, EDC Committee Assignments, updated June 18, 2012 and re-adoption of Corporation's By-laws, Policies & Procedures as follows:

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- ix. Personnel Policies
- x. Policy Regarding Extension of Credit
- xi. Prompt Payment Policy
- xii. Property Disposal Guidelines
- xiii. Whistleblower Policy
- xiv. Record Retention Policy
- xv. Travel Policy

Doug Aloise –

Peggy Karayianakis-

David Pennetta -

Rob Ripp

Jennifer Casey –

Johanna Stewart-Suchow

Ken Christensen -

Dolores Thompson

James Kaden –

Resolution 6-18-2012 (9): Authorizing a grant in the amount of \$7,096.00 toward the procurement of a parking study by Nelson Nygaard Consulting Associates

Resolution offered by _____, and seconded by _____.

WHEREAS, there is general consensus that downtown Huntington Village needs significantly more parking to meet the growing demand generated by its vibrant retail, dining, cultural and entertainment environment that attracts both residents and visitors; and

WHEREAS, the lack of parking during certain peak days of the week and at certain peak times has raised concerns about the current and long term economic viability the downtown; and

WHEREAS, the Town of Huntington and the Huntington Township Chamber of Commerce have requested a proposal from Nelson Nygaard Consulting Associates to complete a parking study to address parking issues that have been raised by the Chamber's Parking Committee; and

WHEREAS, the Town and Chamber are in receipt of, and has shared with the Corporation, a proposal from Nelson Nygaard Consulting Associates, parking management planning specialists, to study and make both short and long term recommendations to address parking issues; and

WHEREAS, Nelson Nygaard's proposed fee for the downtown Huntington Village study is \$35,478.00, with an option to complete a second New York Avenue /Huntington Station parking study for an \$43,568.00, if later requested; and

WHEREAS, the Town and Chamber have requested assistance from the Town of Huntington Economic Development Corporation (the Corporation), the Huntington Village Business Improvement District and Paramount Theater to help fund the study; and

WHEREAS, the Corporation's mission is to promote economic development throughout the Town and it desires to partner with the Chamber and other business entities in this important endeavor;

NOW, THEREFORE, BE IT RESOLVED, that the Corporation hereby authorizes a grant in the amount of \$7,096.00 to the Town of Huntington for the parking conducted by Nelson Nygaard, 121 West 27th Street, Suite 705, New York, New York 10001-6207.

Doug Aloise --

Johanna Stewart-Suchow-

Jennifer Casey --

Dolores Thompson-

Ken Christensen –

Rob Ripp-

Jim Kaden –

Peggy Karayianakis -

David Pennetta –

Resolution 6-18-2012 (10): Authorizing the Corporation to accept and earmark donations from the business community for reissuance to the Huntington Station Action NOW Coalition Youth and Young Adult Subcommittee to cultivate internship opportunities and job procurement programming

Resolution offered by _____, and seconded by _____.

WHEREAS, the Corporation is in receipt of a request from the Youth and Young Adult Subcommittee of the Huntington Station Action NOW Coalition to accept and earmark, on its behalf, funds donated by local businesses to assist the Youth Committee with internship opportunities and job procurement programming; and

WHEREAS, the Corporation's acceptance and reissuance of donations to support youth training and skills development fits squarely within the EDC's purpose, powers and objectives as set forth in its Certificate of Incorporation (and as authorized by Section 1411 of the New York Not for Profit Corporation Law); and

WHEREAS, further, given the Corporation's designation as at IRS Section 501 (c) (3) entity, taxpayers making donations to the EDC on behalf of the Youth and Young Adult Subcommittee of the Huntington Station Action NOW Coalition, are eligible for a tax deduction; and

WHEREAS, the Corporation desires to assist in any efforts to cultivate internship opportunities and jobs for both adults and youth throughout the Town of Huntington;

NOW, THEREFORE, BE IT RESOLVED, that the EDC authorizes the Corporation to accept and earmark donations from the business community for reissuance to the Huntington Station Action NOW Coalition Youth and Young Adult Subcommittee to cultivate internship opportunities and job procurement programming

Doug Aloise --

Jennifer Casey --

Ken Christensen --

Jim Kaden --

Peggy Karayianakis --

David Pennetta --

Rob Ripp --

Johanna Stewart-Suchow --

Dolores Thompson --

Resolution 6-18-2012 (11): Approval of grant award in the amount of \$ _____ for façade improvements at 1677 New York Avenue, Huntington Station, New York.

Resolution offered by _____, and seconded by _____.

WHEREAS, pursuant to its stated purpose in the Corporation's Certificate of Incorporation, Paragraph 3 Section (d) "to construct, acquire, rehabilitate, improve, develop, operate and maintain commercial and recreational facilities;" the EDC is desirous of awarding façade improvement grant funds, on an annual basis and when available, to new or existing businesses in Huntington Station that enhance the downtown area and meet the stated needs for good and services in the Huntington Station community; and

WHEREAS, the Corporation is in receipt of a Façade Improvement Grant application from Victoria Campos Gaylor for façade improvements at her law office building located at 1677 New York, Huntington Station; and

WHEREAS, Ms. Campos proposes to install new signage, doors, windows, lighting and new surface materials on the exterior of her building with a total budget of \$28,600.00; and

WHEREAS, the submitted application package from Ms. Campos adheres to the requirements set forth by the grant program funding sponsors, the Town of Huntington Economic Development Corporation and the Huntington Station Business Improvement District;

NOW, THEREFORE, BE IT RESOLVED, that the EDC hereby authorizes a reimbursement grant in the amount of \$ _____ to applicant Ms. Victoria Campos Gaylor provided a) the building is in full compliance with all Town Codes, Building and Zoning, as well as any other relevant county, state and federal laws; b) the business owner is in possession of a valid Certificate of Occupancy; c) the business meets a need for goods and services in Huntington Station, promotes economic vitality in the downtown and stimulates job creation; and, d) the façade improvement meets the aesthetic expectations of the community as an enhancement to the Huntington Station downtown business district.

Doug Aloise --

Jennifer Casey --

Ken Christensen -

Jim Kaden -

Peggy Karayianakis -

David Pennetta -

Rob Ripp -

Johanna Stewart-Suchow -

Dolores Thompson -

Resolution 6-18-2012 (12) : Adjournment

There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, the same was adjourned.

Offered by _____, and seconded by _____.

Doug Aloise –

Jennifer Casey –

Ken Christensen –

James Kaden –

Peggy Karayianakis –

David Pennetta --

Rob Ripp --

Johanna Stewart-Suchow --

Dolores Thompson --

**OUR NEXT MEETING WILL BE HELD ON
TUESDAY, SEPTEMBER 4, 2012
(NOTE NO JULY & AUGUST MEETINGS)
7PM AT HUNTINGTON TOWN HALL
100 MAIN STREET, NEW YORK 11743**

THE OFFICIAL CORPORATE RECORDS OF THE TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION ARE HOUSED AND MAINTAINED BY JOAN CERGOLO, EXECUTIVE DIRECTOR, TOWN OF HUNTINGTON ECONOMIC DEVELOPMENT CORPORATION, WITHIN THE OFFICE OF FRANK P. PETRONE, HUNTINGTON TOWN SUPERVISOR.